

**TOWN OF HULL
BOARD OF SELECTMEN
VOLUNTEER POLICY FOR ACTIVITIES¹
TO BE READ AND ACCEPTED BY VOLUNTEERS**

Introduction-

The Town values the volunteer services of its residents, employees and visitors. Such efforts contribute to the betterment of the Town and is appreciated.

Good public administration practices warrant there being a policy to address volunteers and volunteer efforts on various activities. This is important to ensure the safety of the public and the volunteers, as well as the protection and best use of private and public property and resources. Also, there are legitimate policy and liability issues that need to be addressed as part of good governance.

Purpose-

Volunteer policies are provided for overall guidance and direction to staff and volunteers engaged in volunteer activities and programs so that such activities are carried out in an appropriate manner. These policies are intended for guidance only and do not constitute a binding contractual or personnel agreement. The Town reserves the exclusive right to change any of these policies at any time and expects adherence to the policy. Areas not specifically covered by these policies shall be determined by the Board of Selectmen, Town Manager or designee.

Volunteer Activities Subject to This Policy-

Volunteer activities subject to this policy can take many forms. They could include and are not limited to helping at public events, working on Town projects, helping to maintain Town property, painting, routine maintenance and repair projects, dune grass planting, playground, beach and park cleaning, litter pick-up, etc.

No person, group of persons, organization or the like shall undertake any work or efforts of any nature on Town property or on behalf of the Town without the prior express written approval of the Town. Excluded from the foregoing are customary voluntary actions by the public in picking up trash and properly disposing of it, for which the Town incurs no liability. Although personal safety cannot be assured, this policy is for the improved safety of the person or persons involved, protection of Town property, the public and to minimize the potential liability of the Town.

¹ This policy does not apply to those serving in appointed or elected positions on Town Boards, Committees, Commission and the like while engaging in the activities of the public body to which they have been appointed or elected.

Requests to Engage in Volunteer Activities-

Any person, group of persons or organization wishing to engage in volunteer activities on behalf of the Town or occurring on Town property must submit a written request to do so, containing at a minimum details as to the dates and times for such activities, locations, names of all persons who would be involved if the activity were approved (by prior approval of the Town, the list of volunteers may be submitted after Town approval of the project), any tools or equipment to be used and the source of the tools or equipment and any other information that the Town may request from time to time.

As the Town Manager is vested with authority over all Town property under the Town's Charter, all such requests and additional information is to be submitted to the Town Manager's Office at Town Hall sufficiently in advance of the start of the project. No work may be started until the volunteer(s) and project are approved.

The Town will review the request and will either approve or not approve the request, with such terms and conditions as the Town determines are appropriate for the proposed activity. Any approval is subject to such terms and conditions as the Town deems appropriate considering the nature of the project.

The approval of a project shall not prevent the Town from declining to approve other projects. The Town reserves the right in its discretion to at any time and without liability to withdraw or cancel its approval of any volunteer or project. In such an event, the project shall cease if it has started and shall not start or resume unless approved by the Town and the volunteer shall cease any volunteer activities.

Depending on the nature of the project and other factors, the Town may require that volunteers undergo a CORI check and/or other background checks and interviews, particularly if the volunteer may be in contact with those of a vulnerable population. At the discretion of the Town, background screening and other background checks may be limited or excused, especially in such situations as one-time or limited public events where volunteers would not be working with vulnerable populations or one-time public events where volunteers could be working around vulnerable populations in a supervised, public and non-relational role. Example: one-time major or limited public events, clean-ups and adult programs.

To engage in any work on Town property or for the Town as a volunteer the volunteer must be officially accepted as such.

Responsibility of Volunteers-

All volunteers volunteer at their own risk and the Town assumes no responsibility for any injury to the volunteer, the public or damage of any property or equipment. This underscores the need for there first to be Town approval for any volunteer project for better protection of the volunteer, the public and the Town, although the Town assumes no liability for any volunteer activity or for damage or injury arising therefrom. Nothing contained in any approval or action/inaction by the Town shall be construed to be or is intended to be an explicit and specific assurances of safety or assistance.

Except as otherwise provided for by law, the Town provides no liability and/or medical insurance or coverage for any volunteers engaging in such projects. Volunteers are urged to check with their own medical and liability insurance carriers as to any coverage that might be available. Volunteers may be required to obtain insurance and provide releases. Volunteers who are part of larger organizations should check with their parent organization as to insurance, as many carry insurance to protect their members in such situations.

By participating in any approved project, the volunteer is representing to the Town that s/he understands the work involved, is medically capable of same, understands the needs, duties and responsibilities of the work and accepts all risks to themselves, persons and properties.

Volunteers understand that there is no expectation of compensation or employment by engaging in such projects. There shall be no expectation of reimbursement of any expenses or funds advanced by the volunteer without the explicit prior approval of the appropriate Town representatives.

Volunteers shall exercise no authority by such volunteer activities and have no authority to act for or on behalf of the Town unless specifically authorized by the Town. Volunteers must not represent themselves as representatives, employees, officials or officers of the Town nor allow themselves to be viewed as such.

For the safety of everyone, volunteers may not use any tools or equipment, regardless of the source or ownership of same, unless specifically approved by the Town.

Volunteers when engaged as such must present and conduct themselves in any appropriate manner. They must dress appropriately for the work involved. They must treat all persons, including other volunteers, Town employees and representatives and especially the public with respect. Volunteers are not to engage in any enforcement or security activities and must contact the police and defer to the police any such possible incidents or occasions.

Volunteers can incur personal liability by their conduct and thus must be sure to conduct themselves appropriately at all times.

Volunteers and volunteer projects are subject to all applicable laws.

Service at the Discretion of the Town-

The Town accepts the service of volunteers and the volunteer offers said service with the understanding that such service is at the sole discretion of the Town. Volunteers agree that the Town may at any time, for whatever reason and without liability, terminate the project and the volunteer's relationship with the Town.

The volunteer may at any time, for whatever reason, decide to sever the volunteer relationship with the Town. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Upon completion or termination of volunteer service, the volunteer must promptly return to the Town any Town property that was given to the volunteer.

Exclusions-

This policy does not apply to those serving in appointed or elected positions on Town Boards, Committees, Commission and the like while engaging in the activities of the public body to which they have been appointed or elected.

This policy is in addition to and does not replace any activity or public body volunteer policy. The Town, in its discretion, may suspend, waive, amend or modify any policy or approval.

This policy is not intended to apply to those situations where an organization has received permission from the Town to make use of Town property for its core activities, subject to the terms of such permission (i.e. approved use of sports fields and the like).

Should any part of this document be declared invalid, it shall not affect the remainder.

Certification of Volunteer-

I, _____, hereby apply to be a Town volunteer in accordance with this Volunteer Policy and any amendments thereto for the _____ (project). If approved as a volunteer I acknowledge that I have read the policy, understand it and agree to be bound by it.

Date: _____

S/ _____

Name: _____

Cell phone: _____

Email: _____

Witness only:

S/ _____

Name: _____

Below is for Town use.